



Apply on-line at:
www.sanbruno.ca.gov

*For additional information
Or to submit an application
contact:*

*Human Resources
567 El Camino Real
San Bruno, CA 94066
650-616-7055*

The City of San Bruno

*Invites Application For
Building Official*



*\$7,475—\$9,173 Monthly
Depending on Qualifications*

*Final Filing Date
June 30, 2006*

The City of San Bruno supports workforce diversity and is an Equal Opportunity Employer (EOE) and as such does not discriminate on the basis of age, race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin, in its employment actions, decisions, policies and practices. The City of San Bruno complies with the employment provisions of the Americans with Disabilities Act (ADA). Contact us at (650) 616-7055 to discuss your needs.

THE CITY

San Bruno is “the Peninsula City with a Heart”. Located in San Mateo County, San Bruno is twelve miles south of San Francisco and adjacent to the San Francisco International Airport. An ethnically and culturally rich city, San Bruno has an established single-family residential population of 40,165 in a community that is characterized by a small-town atmosphere within a large metropolitan area. Located along Highway 101 and Interstate 280, the City enjoys easy access to the vast cultural, educational and recreational opportunities of the San Francisco Bay Area. Cultural opportunities include numerous museums, galleries, theaters and the San Francisco symphony. For the sports and outdoors enthusiast, San Bruno’s location provides convenient access to the San Francisco 49ers and Giants venues, the Golden Gate National Recreation Area, and the San Francisco Bay. Educational opportunities include numerous community colleges, as well as Stanford University, University of San Francisco, UC Berkeley and San Francisco State University. Numerous regional shopping centers abound.

The San Bruno BART and CalTrain stations make it easy to use public transportation to access the Peninsula, San Francisco and beyond. San Bruno has a total on 6.4 miles of hilly terrain that varies in elevation from 12 feet to 875 feet. Mild winters and warm summers characterize San Bruno’s excellent coastal weather making it possible to enjoy the natural beauty of the area on a year round basis.

THE DEPARTMENT

The Community Development Department currently has a total staff of thirteen, with eight people assigned to the Building and Safety Division and a total budget of approximately \$909,000. The Building and Safety Division includes the Building Official, two Building Inspectors, a Senior Building Inspector, a Plan Check Engineer, a Community Development Technician, and two Neighborhood Code Enforcement Officers.

THE POSITION

Under the general supervision of the Community Development Director, the Building Official performs a variety of supervisory, professional, administrative and technical functions in administering and enforcing building and related codes, as well as the Code Enforcement Program.

THE IDEAL CANDIDATE

The City is seeking an experienced professional who will be a team-oriented collaborative leader and be committed to innovative problem solving and customer service. The successful candidate will be an effective communicator, both orally and in writing, have broad technical building and code knowledge and readily take responsibility in carrying out decisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages and supervises assigned operations to achieve goals with available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides technical building code advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.
- Communicates official programs, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Prepares and administers the annual operating budget of the building division.
- Performs and administers necessary inspections to enforce a variety of codes, including Uniform Building Code, Uniform Mechanical Code, Uniform Plumbing Code, National Electrical Code, Uniform Fire Code, Uniform Housing Code, Uniform Abatement of Dangerous Buildings Code, and local codes such as nuisance, clearing, grading, and zoning, etc.; issues correction notices and citations.
- Explains, interprets, and provides guidance regarding all applicable codes to architects, engineers, contractors, developers, and other interested parties.
- Reviews current trends and developments in the field of construction, and prepares revisions to codes, ordinances and local regulations. Supervises the examination of building plans of all types to determine compliance with code requirements and related regulations.
- Researches problems and complaints regarding commercial and residential building construction and code compliance. Responds to complex and sensitive building issues.
- Resolves complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.
- Administers the permitting function, including application, fee assessment and collection, permit issuance, inspection, and occupancy.
- Coordinates plan reviews, inspections, and enforcement actions.
- Administers the permitting function, including application, fee assessment and collection, permit issuance, inspection, and occupancy.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school or GED equivalent, supplemented by a minimum of a two (2) year degree from a post-secondary college or technical instruction in building technology, building inspection, construction management, mechanical, electrical, plumbing or building construction.
- Four (4) years of experience in general construction and related fields.
- Previous municipal inspection experience is highly desirable.
- Any equivalent combination of education and experience on a year for year basis may be considered on a case by case basis.

Special Requirements:

- Possession of at least one International Conference of Building Officials (ICBO) or other nationally recognized certification (Building Inspector, Combination Inspector or Plans Examiner certification is preferred).
- Ability to obtain and maintain a valid California driver's license.

APPLICATION PROCESS

Interested candidates may apply on-line at <http://www.sanbruno.ca.gov> or request an application by contacting Human Resources at 650-616-7055.

The deadline for a completed application is June 30, 2006 at 5:00 PM. No faxes or postmarks will be accepted.

SELECTION PROCESS

After an initial screening applications that meet the position's minimum qualifications and appear to best meet the Department's ideal candidate description will be invited to participate further in the process. Examinations for this position may include written exercises and/or interviews.

EMPLOYEE BENEFITS

Retirement: The City and employee both contribute to the Public Employees' Retirement System (PERS) 2.7% at 55 plan. Employees pay PERS contribution of 8% and do not pay Social Security. Employees are not covered by Social Security, but do contribute 1.45% for Medicare coverage.

City Contribution To Deferred Compensation: The City contributes a matching amount of up to one-half of one percent (.005) of an employee's salary on a biweekly basis to the deferred compensation program. You must be enrolled in one of the City's deferred compensation programs and making a payroll deduction of at least one-half of one percent (.005) to be eligible.

Insurance: The City currently contributes \$825 per month towards the cost of Medical/Dental and Vision for employee and dependent coverage (including domestic partner). Employee cost of \$450.50 per month is paid on a tax deferred basis and is subject to adjustment by the plan annually.

Life Insurance: Life insurance equal to one year's annual salary and Long-Term Disability (LTD) coverage is provided at no cost.

Leave: Includes 10 - 23 days vacation per year depending on length of service, 12 days annual sick leave 14.5 paid fixed holidays, and sixty (60) hours management leave per fiscal year.

Other Benefits Include: Employee has access to a Home Loan Assistance Program and a 2.5% Bilingual Incentive Pay if the employee meets certain eligibility requirements. Direct deposit is required and credit union membership is available. Section 125 Flexible Benefit Plan and tuition reimbursement are available.

MISSION STATEMENT

The City of San Bruno exists to provide exemplary services for our community that enhance and protect the quality of life.

VISION STATEMENT

San Bruno will be the Peninsula City of Choice in which to live, learn, work, shop and play.

THE CITY OF SAN BRUNO VALUES

- Integrity
- Protecting guarding and shepherding public resources and interests
- Teamwork
- Exemplary service to the community
- Competent, well-trained employees
- Friendliness and commitment to the community.

Join the City of San Bruno
**The Peninsula City
With a Heart**

NOTE: This job announcement is designed as an informative guide and is subject to change. It does not constitute an expressed or implied contract.

